



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:6-1-1987
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	Renewal Date: 10-1-2018
Subchapter:	5	Resource Home Inspection and Reevaluation	
Issuance:	100	Resource Family Home Initial and Annual Reevaluation Process	

Purpose:

This issuance establishes policy and procedures for the initial and annual resource family home reevaluation and inspection process which is conducted by a Resource Family Worker.

For policy and procedures on annuals, renewals and life safety inspections of resource family homes conducted by the Office of Licensing, see [CP&P-IV-B-5-200](#).

Authority:

- N.J.A.C. § 3A:1, Organization of the Department of Children and Families
- N.J.A.C. § 3A:14, Resource Care
- N.J.A.C. § 3A:15, Services for Children in Out-of-Home Placement
- N.J.A.C. § 3A:17, Removal of Children in Placement from Resource Family Homes
- N.J.A.C. § 3A:51, Manual of Requirements for Resource Family Parents
- N.J.S.A. § 52:14B-1 et seq., Administrative Procedures Act

Policy:

A) Resource Family Home Initial and Reevaluation Process

The initial and annual resource family home reevaluation process is designed to:

- Provide an overall assessment and update of the resource family home;
- Ensure standards for resource family homes are met. See, N.J.A.C. § 3A:51;
- Note changes since licensing and the last reevaluation or the Structured Analysis Family Evaluation (SAFE) home study was completed, such as:
updated financials, employment records, health, and personal references and background checks on any new adult household members- including adopted children;

- Discuss concerns of the resource family parent and identify specific needs, trainings, or supports that would benefit the resource family parent;
- Discuss the need for the placements of:
 - Large capacity Siblings In Best Settings (SIBS);
 - Special Response Unit (SPRU);
 - Minor parent and child(ren);
 - Adolescents;
 - LGBTQI;
 - Skilled home providers; and
 - Adoptive children.
- Communicate with Local Office Workers about the care of each child placed in the resource family home and any observations, concerns, or issues regarding the resource family home;
- Provide updated information of the resource family home for a child that is being considered for adoption;
- Assess resource family's ability to continue fostering if additional children have been adopted into the family;

B) Resource Home Reevaluation and Inspection

The Resource Family Worker (RFW) shall evaluate each approved and licensed resource family home six months after the initial licensing and annually thereafter, to ensure the resource home continues to meet the Resource Home Checklist of Standards, [CP&P Form 5-34](#).

A resource family parent, who is also a CP&P employee, shall have initial and annual reevaluations conducted by the Local Office which supervises the employee's resource family home, except when the employee works in that Local Office. In this situation, the Local Office in an adjacent county shall conduct the resource family home reevaluation, as assigned by the Area Director (AD).

The resource family home record is updated annually using the SAFE Update Questionnaire and SAFE Update Psychosocial Inventory. Complete the SAFE Update Report.

[CP&P Form 26-23](#), Resource Family Home Reevaluation is used in conjunction with the aforementioned forms as part of the resource home reevaluation process.

The RFW shall interview each resource family parent, child in placement, and household member, per the SAFE Update Questionnaire, to ensure the appropriate support services are in place. Collect supporting documents and collaterals for behaviors or events that have changed since the SAFE Home Study or SAFE Update and document in the SAFE Update Report.

The RFW shall forward a copy of the SAFE Update Report to the Office of Adoption Services for resource family providers who have expressed an interest in accepting placements for adoption.

Document all obtained information from each Local Office Worker and the assigned child health nurse supervising each child currently or previously placed in the resource family home since the last reevaluation.

C) Background Checks

Annually screen each resource family parent, including new adult members residing in the resource family home and frequent overnight guests, 18 years of age or older, using the following background checks:

- Federal and State fingerprinting (for new adult members or new frequent overnight guests);
- Child In Court (CIC) on new household members or frequent overnight guests;
- Child Abuse Record Information (CARI); and
- Municipal police checks.

The RFW shall immediately consult with the Resource Family Unit Supervisor (RFUS) to determine what actions to take when a member of the resource family home has a criminal conviction, using the guidelines outlined in [CP&P-IV-B-6-700](#), Suspension, Restricted Use and Closure of Resource Homes and [CP&P-IV-B-7-150](#), Removal Consideration.

All staff shall exercise discretion when sharing specifics of criminal history information with internal staff responsible for children in the resource family home and adhere to the rules of confidentiality. See, [N.J.A.C. § 3A:3](#), Client Information.

D) Non-Compliance or Concerns in Caregiving

The RFW shall address concerns in a resource family home at the time of the occurrence, or within a reasonable time frame and discuss with the resource family parent. Communicate findings to the assigned Local Office Worker and OOL staff and document information in the resource family parent's record.

The resource family parent, or his or her designee, if the resource family parent is incapacitated, shall verbally notify the Local Office Resource Family Unit and OOL immediately of the following changes or events after the resource family parent or designee learns of the occurrence. Notify the State Central Registry (SCR) if such events occur after normal hours of operation or on weekends or holidays. This includes, but is not limited to:

- Difficulty which affects the care of the child in the home;

- Lack of compliance with the Manual of Requirements for Resource Family Parents. See, N.J.A.C. § 3A:51;
- Death or incapacitation of a resource family parent;
- Injury, accident or illness that results in the admittance of a resource family parent or household member to a hospital;
- Any arrests, criminal convictions or guilty pleas of a resource family parent or household member;
- Any new household member added to resource family home; and
- Any traumatic event that disrupts the stability of the home. See, N.J.A.C. § 3A:51-3.4(b).

Allegations of abuse, neglect, or mistreatment of a child by a resource family member shall be addressed using [CP&P Form 21-10](#), Critical Incident Report. Take appropriate action to ensure the safety of the child in the resource family home. Complete any outstanding Institutional Abuse Investigation Unit (IAIU) Corrective Action Plan.

E) Other Unmet Standards

CP&P reserves the right to recommend the revoking of a resource family parent's license and the closure of the home under the following circumstances:

- A finding of domestic violence against the resource family parent or household member;
- The resource family parent has falsified or intentionally provided significant misleading information or omitted significant information or has allowed a household member to do so;
- The resource family home does not meet any one or more of the Level I Regulations within N.J.A.C. § 3A:51, the Manual of Requirements; or
- Chronic noncompliance of Level II violations.

OOL is responsible for closing a resource family home license.

F) Notifying the Resource Family Parent of Reevaluation Results

Notify the resource family parent, in writing, within 10 working days, of the outcome of the reevaluation/SAFE Update Report and his or her right to request a meeting with administrative personnel to discuss the outcome, if the resource family parent does not agree with the reevaluation.

G) Division Action When a Resource Family Parent Home Does Not Meet Regulations after Reevaluation

If a resource family home does not meet regulation standards after a reevaluation, and CP&P determines that the child is not at risk and no imminent hazard exists, the RFS may recommend to OOL the home remain open with a plan to meet regulation standards.

A resource family parent whose license has been suspended, revoked or refused for renewal, and who has requested a hearing, as specified in N.J.A.C. § 3A:51-2.6(a), Manual of Requirements for Resource Family Parents, may be permitted by OOL to continue to operate as a resource family home until a final decision is rendered following the hearing. In these situations, suspend the home in NJ SPIRIT but continue to operate the resource family home for the purpose of maintaining placement of each child in the home, with no additional placements pending the outcome of the hearing.

Approval is required by the Local Office Manager (LOM) and Area Director (AD) for a child to remain in a resource family home when the criminal history or child abuse and neglect standards are not in compliance.

Procedures:

1) Initial and Annual Resource Family Home Reevaluation

The RFW is to:

Contact the resource family parent to schedule the initial or annual resource family home reevaluation appointment. If applicable, OOL staff may be in attendance.

Interview all household members and children in placement; refer to Resource Family Home Initial and Reevaluation Process, policy A, above, for questions to ask and information to obtain during the interview process.

Review the initial Home Study and all updated documents. Transfer the SAFE DESK Guide Ratings of 1,3,4, or 5 (not 2's) and their Mitigation Ratings from the original SAFE Home Study to the Updated Psychosocial Inventory in the column indicated on the inventory (ex. 5/2- final SAFE Desk Guide Rating 5 mitigated to a 2).

Administer the SAFE Update Questionnaire in the same manner you conduct a Questionnaire II (administer together and interview immediately after).

Review the SAFE Update Psychological Inventory following the interview and use the SAFE Desk Guide ratings for issues, behaviors, or events that have changed since the last reevaluation (Home Study or SAFE Update).

Review all ratings of 3, 4, and 5 to determine if the issues, behaviors, or events can be Sustained, Reduced or Erased (mitigated). Assign mitigation ratings and place them in the mitigation column.

Use the SAFE Update Report and follow the narration instructions.

Obtain verification of the resource family parent's in-service training history and review for training compliance in preparation for the licensing renewal.

Obtain collateral references for any changes that occurred since the last reevaluation, this includes: schools, day-care, employment, financial, and medical (if there are medical concerns or if the resource home license is up for renewal).

Have the resource family parent(s) and all other adult household members living in or frequenting the resource family home sign [CP&P Form 26-15](#), Authorization for Release of Information, and send to all individuals and agencies which the resource family parent(s) or household member(s) provided for collateral references.

Complete a full record review on new household members or frequent overnight guests, age 18 years or older, and conduct CARI, CIC and municipal police checks on all adults living in the resource family home. Notify your Supervisor of any new criminal information since the last reevaluation, Home Study or SAFE Update. Place a copy of [CP&P Form 5-23](#), Cover Letter, in the resource family parent's home record to verify the references were processed.

Complete [CP&P Form 22-5](#), New Jersey Child Safety Assessment in Resource Family Homes Cover Sheet, and [CP&P Form 22-6](#), New Jersey Child Safety Assessment (Resource Homes), if children are placed in the resource family home.

Complete [CP&P Form 26-23](#), Resource Family Home Reevaluation.

Complete [CP&P Form 5-34](#), Checklist of Standards for Resource Family Homes.

Update in NJ SPIRIT Resource Notes the completion of the initial or annual resource family home reevaluation and include all interviews and other information.

Ensure the resource family parent(s) sign an updated Resource Family Parent Agreement, [CP&P Form 5-5](#), and, if applicable, the [CP&P Form 5-5a addendum](#), if the resource family parent has expressed an interest in accepting placements for a minor parent and his or her child.

2) If Resource Family Home Standards Are Not Met

The RFW is to:

Consult with RFUS and, if appropriate, suspend further placements in NJ SPIRIT.

Contact the Local Office Workers to obtain their assessment of the home; and inform the Local Office Workers of the non-compliance with resource home standards and possible actions by the Division.

Notify OOL of non-compliance with the resource home standards.

Meet with the resource family parent(s) to address non-compliance issues and evaluate the resource family parent's commitment to resolving the issues, or if applicable, follow up with new criminal history information.

Notify the resource family parent(s) of the results of the home visits, within 10 working days. Inform the Local Office Worker(s) that a copy of the reevaluation is available upon request and forward a copy of the SAFE Update Report and all updated information to the appropriate Local Office and the Office of Adoption for their mock resource family home record if the resource family parent is also interested in adoption.

3) Maintaining a Child in a Resource Family Home When Criminal History or Child Abuse and Neglect Standards Are Not in Compliance

The RFW and RFUS are to:

Prepare a Waiver describing the current state of the resource family home, the mitigating circumstances, corrective action plan and how the continued placement of the child, in the resource family home, is in his or her best interest. Present the Waiver and any supporting documentation to the assigned Case Work Supervisor for approval and signature. Forward the Waiver to the LOM and AD for approvals and signatures.

4) Case Closure of a Resource Family Home at Reevaluation

The RFW and RFUS are to:

Close all placement and support service lines in NJ SPIRIT on resource family homes closed by OOL.

Forms and Attachments:

- [CP&P Form 21-10](#), Critical Incident Report
- [CP&P Form 5-23](#), Cover Letter
- [CP&P Form 22-5](#), New Jersey Child Safety Assessment in Resource Family Homes Cover Sheet
- [CP&P Form 22-6](#), New Jersey Child Safety Assessment (Resource Homes)
- [CP&P Form 26-23](#), Resource Family Home Reevaluation
- [CP&P Form 5-34](#), Checklist of Standards for Resource Family Homes
- [CP&P Form 5-5](#), Resource Family Parent Agreement
- [CP&P Form 5-5a](#), Resource Family Parent Agreement, Addendum
- [CP&P Form 26-15](#), Authorization for Release of Information

Policy History:

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